



FOR OFFICE USE ONLY

Approval: \_\_\_\_\_

R4 Instructor: \_\_\_\_\_

Session ID: \_\_\_\_\_

## School Bus Driver Training Class Request

**Class Type:**                                    **20-Hour Certification**                                    **8-Hour Recertification**

**Training Date(s):**

**Training Time(s):\***

**District Name:**

**Training Location:**

**City:**

**Texas Zip Code:**

**Preferred Trainer:\*\***

**Alternate Trainer:**

**Requestor Name:**

**Requestor Title:**

**Contact Person:**

**Contact Email:**

**Estimated Number of Requesting District Participants:**

**Requestor Signature:**

\*Work day trainings are restricted to no more than four (4) hours on a workday and no more than eight (8) hours on a non-workday. Please allow at least 30 to 60 minutes for lunch if requesting an 8-hour training day.

\*\* Your preferred trainer request may be honored but is subject to trainer availability. Region 4 will make every attempt to honor your preferred and alternate trainer requested.

We understand that you may have a large number of drivers needing to complete the 20-Hour School Bus Driver Certification and/or 8-Hour School Bus Driver Recertification at a specific time. (A driver may attend the 8-Hour Recertification class up to 180 days prior to the expiration of their card and maintain their anniversary date.) If we can accommodate this request, pending availability of one of our Instructors, we are willing to hold a respective class at your time and location.

We require a minimum of fifteen (15) participants for one of these classes and we may go up to a maximum of thirty-five (35) drivers. If the minimum fifteen (15) participants is not reached your class may be either (1) subject to cancellation or (2) you may pay for the additional seats to get to the minimum fifteen (15).